

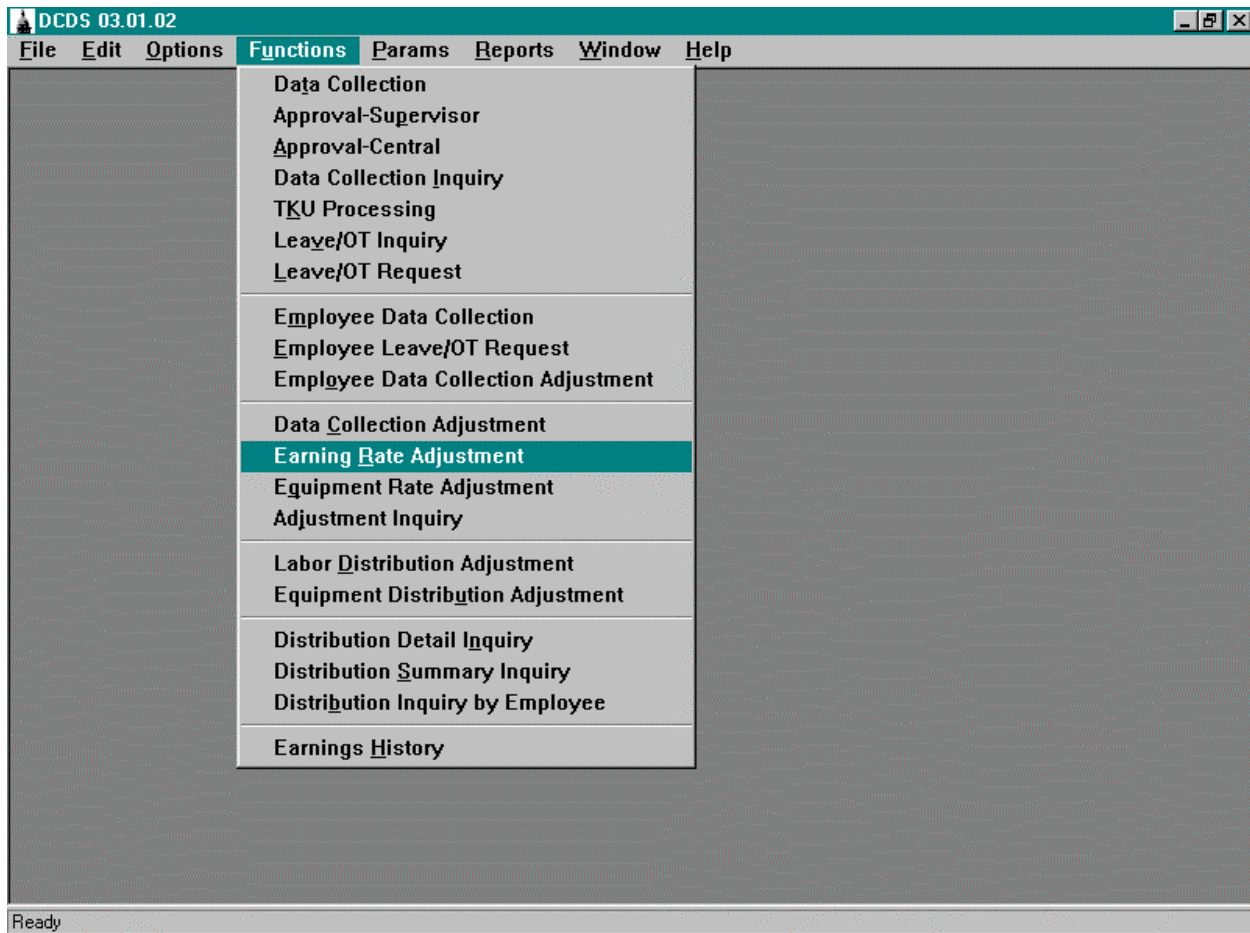
DCDS Procedures Manual Section 10.5 - **Earning Rate Adjustment****Section 10.5 FUNCTIONS MENU**
Earning Rate Adjustment

Purpose	This section provides the procedures to inquire on earning rate adjustments by using the Earning Rate Adjustment window. Beginning with the implementation of the Human Resource Management Network (HRMN) this window is no longer available to enter adjustments. However, users may use it to inquire on adjustments.
Window Name	Earning Rate Adjustment
Reminders	<ol style="list-style-type: none"> 1. The Earning Rate Adjustment window is accessed through the Functions, Earning Rate Adjustment items on the menu bar. 2. The Earning Rate Adjustment window consists of the following tabs: <ul style="list-style-type: none"> ■ Selection - Allows user to select a specific department/agency and adjustment. This window contains a Selection Criteria window and a Selection List window. Once the appropriate information is selected or entered and the Select button clicked, the data is displayed in the Selection List window. Highlight the adjustment to be viewed and click the Detail tab. ■ Detail - Displays rate adjustments prior to implementation of HRMN. The New button is inactive. The Detail Tab contains the following bottom tabs: <ul style="list-style-type: none"> ■ Rate Entry - Allowed entry of new base pay rate, Gross Pay Adjustments (GPA) Reason and comments. ■ Rate History - Displays a history of the fields that affect earning rate changes. ■ Other Rates - Allowed entry of rate changes for Special Pay and Fair Labor Standards Act (FLSA) rates. ■ GPA Review - Displays the amount of a GPA. ■ History - Displays what actions that have been taken for an adjustment.
References	<i>No Specific References</i>

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Main Menu

To display the Earning Rate Adjustment screen, select the Functions menu item from the Menu bar and click on the Earning Rate Adjustment menu item.



DCDS Procedures Manual Section 10.5 - Earning Rate Adjustment**Selection Tab**

The following window is displayed when Functions, Earning Rate Adjustment is selected from the Menu bar. The steps are described on the following pages.

Name	SSN	Adj Number	GPA Amt	GPA Rsn Cd	User Id	Status
Charlesworth, Wisteria A	590-10-1908	1443		CAL	T_DEPT99	APPR
Charley, Barton E	590-10-1910	1335		510	T_DEPT99	WDRW
Crawley, Garrett R JR	590-10-1837	1338		710	T_DEPT99	WDRW
Diamon, Lupe F	590-10-2334	1444		STP	T_DEPT99	APPR
Drader, Durrell A	590-10-2227	1448		REA	T_DEPT99	WDRW
Drader, Durrell A	590-10-2227	1354		CBA	HEATHS	WDRW
Dragomer, Garrett P	590-10-2177	1441		610	T_DEPT99	APPR

The following window is displayed when the Detail Tab has been selected.

Name	SSN	Dept	Agy	TKU
Chard, Christian David	590-10-1887	59	01	604

Start Date: 03/23/1997 End Date: 04/05/1997

Adj Base Pay Rate: 10 GPA Reason Code: WOC

Comments: Earnings Rate Change Test Case

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Selection Tab (Selection Criteria)**

Follow the steps below to select employees to inquire on an earning rate adjustment.

Step	Field Name	Action
1	Department	Select the appropriate department number from the dropdown list or enter the department number. The first department the user has access to is the default. Note: When a department has been selected all valid agencies for the department will be displayed in the agency dropdown list.
2	Agency	Select the appropriate agency number from the dropdown list or enter the agency number. The first agency the user has access to is the default.
3	Status	Select or enter the status of the earning rate adjustment or the field may be left blank. Select one of the following: SUBM - adjustment has been submitted APPR - adjustment has been approved RJCT - adjustment has been rejected WDRW - adjustment has been withdrawn
4	User ID	Enter the User ID of the user who performed the last action for the adjustment (i.e., submitted, approved, rejected or withdrew the adjustment). Note: This may be helpful to list requests that a particular user completed.
5	Name	Enter the employee's name or partial name.
6	Adj Number	Enter an existing adjustment number to select a previously entered earning rate adjustment.
7	SSN	Enter the Social Security Number of the employee.

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**DCDS Input Procedures
Selection Tab (Selection Criteria)**

Step	Field Name	Action
8	Select Button	Click on the Select button located in the top right hand corner of the window (or press Alt + L). A list will appear in the Selection List window based on the selection criteria. If no selection criteria is entered, all information the user has access to will display.
9	Selection List window	Highlight a row in the Selection List window to display earning rate adjustment information.
10	Detail tab	To display detail earning rate adjustment information, click on the Detail tab.
11	History tab	To display actions that have been taken in DCDS for a specific adjustment, click on the History tab.

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Selection Tab (Selection List)

The following information is displayed:

Field Name	Description
Name	The name of the employee.
SSN	The employee's Social Security Number.
Adj Number	The adjustment number assigned to the earning rate adjustment.
GPA Amount	The amount of the difference between the original earning rate and the adjusted earning rate.
GPA Rsn Cd	Gross pay adjustment reason code.
User ID	User ID of the user who performed the last action for the adjustment (i.e., submitted, approved, rejected or withdrew the adjustment).
Status	Status of the adjustment. One of the following displays: APPR Adjustment has been approved GSNT Adjustment has been sent to payroll calculation, the status changes to PROC after payroll calculation is complete PROC Adjustment has been processed RJCT Adjustment has been rejected SUBM Adjustment has been submitted WDRW Adjustment has been withdrawn

DCDS Procedures Manual Section 10.5 - **Earning Rate Adjustment****Detail Tab (Rate History Bottom Tab)**

The Earning Rate History window is displayed when the Rate History bottom tab is selected. The Earning Rate History window displays a history of the fields that affect earning rate changes. The original rate information within the adjustment period displays above the line and the adjusted information displays below the line. The fields displayed are described on the following pages.

The screenshot shows the DCDS Earning Rate Adjustment window. The 'History' tab is selected. The window displays employee information, a table of earning rate history, and a bottom navigation bar.

Employee Information:

Name: Flathau, Girard K SSN: 590-10-2301 Dept: 59 Agy: 01 TKU: 602
 Appt Dt: 04/29/1990 Move Dt: Pos No: 59-70-74-03-01-00-004 FACS Agy: 591
 Adj No: 1337 Status: WDRW Start Date: 10/01/1996 End Date: 10/10/1996

Earning Rate History Table:

Start Date	End Date	Base Pay Rate	Shift2 Pm %	Shift3 Pm %	FLSA Code	Barg Unit	FLSA Rates
		Pay Rate 1	Pay Rate 2	Pay Rate 3	Pay Rate 4	Pay Rate 5	
05/09/1971	10/03/1996	19.93	5.00%	5.00%	Y	L32	
Special Pays:							
10/04/1996	11/11/1996	20.42	5.00%	5.00%	Y	L32	
Special Pays:							
ADJ 01/01/1996	01/01/1997	25.00					
1529							

Bottom Bar: Rate Entry | **Rate History** | Other Rates | GPA Review

Buttons: < > WithDraw Submit New Delete Save Close

Ready

DCDS Procedures Manual Section 10.5 - Earning Rate Adjustment**Detail Tab (Rate History Bottom Tab)**

The following information is displayed:

Field Name	Description
Start Date	The beginning date of the adjustment period.
End Date	The last date of the adjustment period.
Base Pay Rate	The base pay rate for the adjustment period.
Shift 2 Prem %	Percent added to Shift 2 pay rate.
Shift 3 Prem %	Percent added to Shift 3 pay rate.
FLSA Code	Fair Labor Standards Act (FLSA) code indicates the employee's overtime pay eligibility. Y - Not Eligible N - Eligible Note: A Y* indicates eligibility on an exception basis.
Barg Unit	Unique identifier for employee's bargaining unit. Consists of union code and unit code.
FLSA Rates	Displays the Fair Labor Standards Act (FLSA) rates for each of the following: Longevity Health Dental Life Miscellaneous
<i>The following adjustment information displays below the line.</i>	
Adj	Adjustment number automatically assigned to the earning rate adjustment. The adjustment period and adjusted pay rate displays on the same line.
Pay Rate 1-5 Special Pays	Displays the special pay codes and the special pay rates 1-5 being adjusted. These rates are the original rates paid or rates entered on the Earning Rate Change Request window (Other Rates bottom tab) on an earlier adjustment.
PP End Date	The pay period end date of the adjustment period.

DCDS Procedures Manual Section 10.5 - Earning Rate Adjustment**Detail Tab (Other Rates Bottom Tab)**

The Earning Rate Change Request window is displayed when the Other Rates bottom tab is selected. This window will display previous changes of special pay rates and FLSA rates. The fields displayed are described on the following pages.

The screenshot shows a software window titled "DCDS" with a menu bar (File, Edit, Options, Functions, Params, Reports, Window, Help) and a title bar "Earning Rate Adjustment". The window has three tabs: "Selection", "Detail", and "History", with "Detail" currently selected. The "Detail" tab displays employee information: Name: Smith, Doug; SSN: 031-19-9999; Dept: 03; Agg: 12; TKU: 010; Appt Dt: 04/18/1990; Move Dt: ; Pos No: 03-12-02-03-04-00-005; FACS Agg: 911; Adj No: 1321; Status: ; Start Date: 03/01/1996; End Date: 04/30/1996. Below this is the "Earning Rate Change Request" section. It contains a "Special Pay Rates" table with 5 columns (1-5) and 2 rows (Rate, Premium %). The first row shows values: 34.00, .00, .00, .00, .00. The second row shows empty fields for Shift2 Premium %, Shift3 Premium %, FLSA Code, and Barg. Unit. Below this is the "New FLSA Rates" section with 5 columns (Longevity, Health, Dental, Life, Misc) and 2 rows (Rate, Premium %). The first row shows values: .00, .00, .00, .00, .00. The second row shows empty fields. At the bottom, there are four tabs: "Rate Entry", "Rate History", "Other Rates" (selected), and "GPA Review". Below these tabs are buttons: "<=", ">=", "Withdraw", "Submit", "New", "Delete", "Save", and "Close". The status bar at the bottom left says "Ready".

Special Pay Rates				
1	2	3	4	5
<input checked="" type="checkbox"/> 34.00	<input type="checkbox"/> .00	<input type="checkbox"/> .00	<input type="checkbox"/> .00	<input type="checkbox"/> .00
Shift2 Premium %	Shift3 Premium %	FLSA Code	Barg. Unit	

New FLSA Rates				
Longevity	Health	Dental	Life	Misc
<input type="checkbox"/> .00	<input type="checkbox"/> .00	<input type="checkbox"/> .00	<input type="checkbox"/> .00	<input type="checkbox"/> .00

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The following information is displayed:

Field Name	Description
Special Pay Rates 1-5	<p>The Special Pay hours worked for a specific task in which a special rate of pay applies. Valid Special pay codes are:</p> <p>SPCP Structural duty hazard</p> <p>SPCR Out of State insurance examiners</p> <p>SPCX Other</p> <p>All other special pay codes do not require a specific entry:</p> <p>SPCT - Institution Workers</p> <p>SPCV & SPCB - State Police Demolition</p> <p>SPCA - Child Protective Worker/Foster Care Worker</p> <p>SPCE - Transportation/Unit technical</p> <p>SPCG - Corrections High Security</p> <p>Special Pay Rates are based on the number of Special Pay hours the employee reported during the adjustment period.</p>
Shift 2 Premium %	The percent for shift 2 pay rate.
Shift 3 Premium %	The percent for shift 3 pay rate.
GPA Amount	The amount of the difference between the original earning rate and the adjusted earning rate.
FLSA Code	<p>Fair Labor Standards Act (FLSA) code indicates the employee's overtime pay eligibility.</p> <p>Y - Not Eligible</p> <p>N - Eligible</p> <p>Note: A Y* indicates eligibility on an exception basis.</p>

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Detail Tab (Other Rates Bottom Tab)

Field Name	Description
Barg Unit	Unique identifier for employee's bargaining unit. Consists of union code and unit code.
New FLSA Rates	The new Fair Labor Standards Act (FLSA) rates for each of the following: Longevity Catastrophic Health Preventative Dental Reduced Life Insurance Misc

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Detail Tab (GPA Review Bottom Tab)

The following window is displayed when the GPA Review bottom tab is selected. This window displays the amount of the gross pay adjustment. This information displays after the adjustment has been submitted. The fields displayed are described on the following page.

The screenshot shows a software window titled "DCDS 32" with a menu bar (File, Edit, Options, Functions, Params, Reports, Window, Help) and a toolbar. The main area is titled "Earning Rate Adjustment" and contains a tabbed interface with "Selection", "Detail", and "History" tabs. The "Detail" tab is active, displaying employee information and a table of gross pay adjustments.

Employee Information:

- Name: Chard, Christian David
- SSN: 590-10-1887
- Dept: 59
- Agy: 01
- TKU: 604
- Appt Dt: 09/25/1994
- Move Dt:
- Pos No: 59-30-83-35-03-04-017
- FACS Agy: 591
- Adj No: 2541
- Status: PROC
- Start Date: 03/23/1997
- End Date: 04/05/1997

GPA Adjustment Table:

PP End Date	Hours Type	GPA Amount
04/05/1997	MIL2	-\$160.80
	UN01	-\$80.40
	ADM3	-\$84.42
	Total GPA Amount:	-\$325.62

Grand Total: -\$325.62

Navigation Buttons: Rate Entry, Rate History, Other Rates, GPA Review, <=, =>, Withdraw, Submit, New, Delete, Save, Close.

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Detail Tab (GPA Review Bottom Tab)

Field Name	Description
PP End Date	The Pay Period End Date of a Gross Pay Adjustment.
Hours Type	Hours type code affected by the payroll calculation.
GPA Amount	The difference from the original earning rate and the adjusted earning rate for the pay period.
Total GPA Amount	The total amount of a GPA for a pay period.
Grand Total	The total amount of a Gross Pay Adjustment.

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History Tab

The History of Actions window is displayed when the History tab is selected. The History of Actions window displays actions that have been taken in DCDS for an adjustment. The fields displayed are described on the following page.

The screenshot shows a software window titled "DCDS" with a menu bar (File, Edit, Options, Functions, Params, Reports, Window, Help) and a sub-window titled "Earning Rate Adjustment". The "History" tab is selected, showing a summary of the adjustment and a table of actions.

Summary Information:

- Name: Farr, Jamie
- SSN: 027-01-0013
- Dept: 19
- Agy: 01
- TKU: 120
- Appt Dt: 06/09/1992
- Move Dt:
- Pos No: 19-01-33-33-33-44-002
- FACS Agy: 191
- Adj No: 1323
- Status: SUBM
- Start Date: 03/04/1995
- End Date: 10/06/1996

History of Actions Table:

Action Code	Comments	Action Taken By	Action Date
SUBM		SINHA	12/04/1996

Buttons: <=> WithDraw Submit New Delete Save Close

Ready

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History Tab

The following information displays:

Field Name	Description
Action Code	Code that indicates the action that has been done. SUBM - Submitted APPR - Approved RJCT - Rejected WDRW - Withdrawn PROC - Processed
Comments	Comments reported by the user who performed the action.
Action Taken By	The User ID of the person who performed the last action.
Action Date	The date the action was done.